

Call to Order:

The meeting was called to order at 7:32 p.m. Present were Chair Joan Duff, members Vincent Chiozzi (arrived at 7:38PM), Jay Doherty and associate member Ann Knowles; also present were Paul Materazzo, Director of Planning and Jacki Byerley, Planner.

Other Business:**Trinity Court Performance Guarantee:**

Ms. Byerley explained to the Board that as part of a subdivision approval, a bond must be given to the Town for completion of road work in the event that the developer defaults on the work. DPW has recommended a bond in the amount of \$80,600.00. Once this amount is posted, the developer can then ask for lots to be released for sale.

On a motion by Ms. Knowles seconded by Mr. Doherty the Board set the performance guarantee for Trinity Court, which would serve four (4) lots in the amount of \$80,600.00. No Clearance Certificates will be issued until the relevant conditions of approval have been completed. **Vote:** Unanimous (3-0).

Trinity Court Homeowner's Association:

Ms. Byerley explained that pursuant to the conditional approval of Trinity Court, the developer must establish a Homeowner's Association. A final draft of the HOA documents has been approved by Town Counsel and the Department of Municipal Services. If the Planning Board is satisfied with the documentation, they must vote to accept the document as submitted.

Mr. Doherty asked if the documents were boilerplate and Ms. Byerley stated that some non-standard items had to be added into the documents, but they have been reviewed by Town Counsel. Ms. Knowles asked if it would be a public road and Ms. Byerley answered that it will be.

On a motion by Ms. Knowles seconded by Mr. Doherty the Board approved the Declaration of Trinity Court Homeowners' Association as submitted. **Vote:** Unanimous (3-0).

Dawn Circle Bond Release:

Ms. Byerley stated that at Town Meeting 2014 Dawn Circle was accepted as a public way. The Board of Selectmen have signed all of the necessary street acceptance documents and they will be recorded shortly by Town Counsel. She suggested that the Board vote to release all funds held once the Town receives proof of document recordation.

On a motion by Ms. Knowles seconded by Mr. Doherty the Board voted to reduce the performance guarantee for Dawn Circle to a zero balance once the street acceptance documentation has been recorded at the Registry of Deeds. **Vote:** Unanimous (3-0).

Streamline Permitting:

Mr. Materazzo informed the Board that the Department of Community Development & Planning has started a discussion on the Town's permitting process. The Town Manager would like the

Streamline Permitting (cont'd):

various boards in Town to think about their hearing processes and ways that the process may be made better.

Mr. Doherty asked Mr. Materazzo if he could give him some information on what the staff goes through on a daily basis. Mr. Materazzo stated that they are looking at the process beginning at when someone files an application, and what can be done with the applicant beforehand and during the process to cut down on the number of days between when the application is filed and a decision is made by the Board.

Ms. Byerley added that staff has put together a timeline for a special permit and a subdivision that went through the permitting process with every department that can be shared with the Board. Mr. Doherty asked if there were an average number of days for an approval. Mr. Materazzo answered that Planning is around 60 days, but they are looking at CD&P as a whole from first application to building permit. There are circumstances where the developer holds themselves up, but they are looking at how the Town can expedite their side of the process. He added that the Town has engaged a process engineer from Raytheon to help with this exercise and they have developed a matrix of the permitting timeline to see how it can be made more efficient.

Ms. Duff stated that Barry Bluestone talked about this as a measurement for communities. She asked if he had examples of communities that have made significant changes to their process. Mr. Materazzo stated that he did not, but he has talked about communities holding "super meetings" of multiple Boards for projects. The initial meeting may be between multiple boards and then they can break out into individual meetings.

Mr. Chiozzi stated that part of the problem is that so much has to be done in public. In Boston, at the BRA, the approval meetings are public but many meetings and revisions take place behind the scenes first and huge projects can be approved at the public meeting in fifteen minutes because they aren't discussing the details in that meeting. He added that the Town's Interdepartmental Reviews are very unique and helpful to the applicants in saving time and money by getting all the departments in one room for a review. He added that the Town also helps the applicant by having Planning and Conservation overlap and share the peer reviews when possible.

Ms. Duff asked if the process engineer is looking at one project across the Board. Mr. Materazzo stated that she was correct and right now they are looking at one project that came before every department as a start to build out the matrix.

Town Meeting 2015:

Mr. Materazzo stated that at the upcoming meetings in June he would like to start the discussion on Town Meeting 2015. He hopes that the focus this year can be on infill opportunities in the downtown as well as revisiting the ID2 and possibly expanding it to Brickstone Square.

Adjournment: The meeting was adjourned at 7:50 p.m.